

**Additional Frequently Asked Questions
Regarding Testing Ethics Policy for SAGE**
Approved by the Utah State Office of Education on March 20, 2015

Can I explain what the question is asking in the SAGE Summative Test?

No. If your students have started work on the end-of-year SAGE Summative Test, then the time to prepare students on navigating SAGE items has passed. It would be appropriate — and encouraged — to conduct practice tests before the start of SAGE testing. According to the Utah State Office of Education’s Testing Ethics Policy, it’s considered a best practice to “provide students with opportunities to engage with available training tests” to ensure that they can successfully navigate online testing systems. These are available at <http://sageportal.org>. Look on the right side of the page for the training tests. These training tests should be conducted approximately one to two weeks before to the start of SAGE Summative.

Can I touch the mouse or point to the screen to assist them during SAGE Summative?

No. Please do not touch your students’ screen or the mouse during the test. Again, we encourage you to proctor practice tests in advance of SAGE testing.

How should I structure these SAGE Training Tests?

There is flexibility in structuring these SAGE training tests. At the secondary level it’s entirely appropriate to have a teacher project the practice tests on a screen and walk his or her class through it. Teachers may proctor these training tests in their classrooms.

The teacher also should provide the reference sheets to students for their course and content area. Reference sheets can be located under Teacher Resources in the SAGE Portal, found at <http://sageportal.org/teachers/>. The State Office of Education suggests teachers use these reference sheets throughout their classroom instruction.

At the elementary level, training may be a mix of whole-class instruction and individual time in the computer lab. For example, a teacher may want to do a guided review of SAGE Training with a screen and projector a few days before allowing students to take the same SAGE Training Test in a computer lab. Please remember that you can support and instruct students during these training tests. However, in strict accordance with the SAGE Test Administration Manual, at the time of SAGE Summative, teachers must allow students to independently take the test.

Do I have to take down all materials on my classroom wall during SAGE testing?

No. However, you must remove from sight any materials that could directly assist students’ answers. According to the state ethics policy, students may not have access to “display materials on walls or other high visibility surfaces that provide answers to specific test items (e.g. posters, word walls, formula charts, etc.)” For example, fourth-grade students taking SAGE Science should not be able to see a water-cycle chart on the room’s wall. Ask your principal or assistant principals for his or her advice on what to remove or cover during SAGE Summative.

Can I have my students leave a SAGE test “open” at the end of class?

No. Please do not leave tests open at the end of class. All student tests must be either “paused” or “submitted for scoring” at the end of the class period. A teacher or proctor cannot be in a lab alone with opened student SAGE tests. This is for your own protection. We certainly do not want our falsely accused of altering student tests.

What should I do if I notice a student quickly giving answers without reading the questions?

In this instance, you can direct students in a general manner to slow down and carefully read each test question before answering. If a student has submitted SAGE for scoring there is nothing you can do. The student’s score will stand. Active test proctoring is the key to avoiding these situations. As noted in the state ethics policy, “active test proctoring involves walking around the room to make sure that each student has or is logged into the correct test; has appropriate testing materials available to them; and are progressing at an appropriate pace.”

Can I take a photograph of my students taking SAGE and post it on Instagram or Facebook?

No. Please do not do this. According to state policy, teachers may not “reproduce, or distribute, in whole or in part, secure test content (e.g., taking pictures, copying, writing, posting in a classroom, posting publically, emailing).” Also, an unauthorized release of information about students, including photographic images, could be a violation of the Family Educational Rights and Privacy Act (FERPA). Again, please do not take photographs of SAGE testing.

I like integrating technology into my teaching. Is it OK to have students use their cell phone during SAGE Summative testing?

No. Please do not do this. As noted in state policy, “any electronic device that can be used to access non-test content or to record and/or distribute test content or materials shall be inaccessible by students (e.g., cell phones, recording devices, internet- capable devices).” Phones also should not be used as calculators. Calculators are available on-screen during SAGE.

My students are very nervous about SAGE. I can feel the anxiety in my class. What can I do?

Your words and actions are powerful in creating the testing environment for your students. This is true for elementary as well as high school students. We encourage you to project a calm confidence for your students leading up to and during SAGE Summative testing

The best way to prepare for SAGE testing is to teach the State Standards with fidelity. Talk to your administrator and/or Achievement Coach if you have questions about the State Standards. As we’ve said, prior to SAGE testing, it is best practice to “provide students with opportunities to engage with available training tests to ensure that they can successfully navigate online testing systems,” according to the state policy.

All educators should conduct some SAGE practice/training tests. These are available at, <http://sageportal.org>. The district also has some short practice tests for Grade 3 (new to SAGE) and Grade 4 students. Go to Sageportal.org and select SAGE Formative.